

## *Sample Member Evaluation*

**Name:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

**Dates of Service: Start:** \_\_\_\_\_ **Expected Completion:** \_\_\_\_\_

**Operating Site:** \_\_\_\_\_

**Program Coordinator:** \_\_\_\_\_

**Please list type(s) of service:** \_\_\_\_\_

The criteria listed below reflect “an effective and committed service member”. These behaviors or characteristics were identified based on experiences and perspectives from members, program coordinators, and community partners. Using the scale provided, please evaluate the performance of the above-named member based on 1) your observations as the Program Coordinator and 2) feedback from community partners and service recipients with whom service was provided as an AmeriCorps member. Space is provided at the end of the form and should be used for additional comments to highlight specific feedback or clarify a specific rating.

### **Directions for Using Rating Scale:**

Circle the number that best describes the member’s performance.

**Please rate the service member on the following criteria:** *(please circle one for each question)*

**Scoring: 1 – Excellent    2 – Good    3-Fair    4-Needs Improvement**

<b>A. GENERAL WORK ETHIC</b>				
1. Member can be relied upon to work steadily and effectively during service work.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
2. Member demonstrates a professional demeanor when interacting with others as a service member.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
3. Member maintains an appearance (grooming, attire, behavior) appropriate to the service assignment(s).	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4. Member demonstrates concern for the quality, accuracy, and completeness of tasks performed as a service member.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
5. Member demonstrates the ability to organize tasks effectively.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
6. Member is able to accept and utilize critical feedback effectively.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

7. Member demonstrates punctuality for work commitments and planned activities (includes meetings and trainings).	1	2	3	4
8. Member demonstrates ability to balance service and personal commitments appropriately.	1	2	3	4

### **B. COMMUNICATION**

9. Member demonstrates ability to communicate plans, needs, and Feedback effectively to <i>community partners</i> .	1	2	3	4
10. Member demonstrates ability to communicate plans, needs, and Feedback effectively to other <i>team members</i> .				
11. Member demonstrates ability to express and resolve conflicts Effectively.				

### **C. AMERICORPS PHILOSOPHIES**

12. Member demonstrates ability to work cooperatively as a team member.	1	2	3	4
13. Member demonstrates an appreciation of and respect for other team members' opinions, abilities, and needs.				
14. Member demonstrates skills in taking initiative in problem solving and project management.				
15. Member demonstrates an understanding of the AmeriCorps mission and philosophies.				
16. Member demonstrates an understanding of their role as a citizen in the community.				
17. Member demonstrates a sense of commitment to the health of their community.				
18. Member carries through on commitments for service projects.				
19. Member demonstrates leadership skills in team activities.				
20. Member demonstrates ability to work with community partners effectively.				

21. Briefly discuss the special strengths this member has demonstrated.

22. Briefly discuss any area(s) on which this member should focus to improve his or her effectiveness as a service member.

23. Would you recommend this member to another service corps? \_\_\_\_ Yes \_\_\_\_ No

Additional Comments: (Use additional space if needed.)

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Signature of Member:

Date: \_\_\_\_\_

Signature of Evaluator:

Date: \_\_\_\_\_

If the above is a person other than the Program Coordinator, briefly explain relationship to Corps member.

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Member response to this evaluation:

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